

Applications are available at the library.

CROWN POINT COMMUNITY LIBRARY MEETING ROOM APPLICATION

All applicants must have a valid Crown Point Community library card. Deposit or fee is due with application. Requests are pending until confirmed by library staff.

Return to the library or mail to: Crown Point Library-Meeting Rooms, 122 N. Main St., Crown Point, IN 46307. Email to lclemmons@crownpointlibrary.org. Fax: 219-663-0403. Please see the Crown Point Community Library Meeting Room Policy for more information.

Application

Date _____

Organization Name

Applicant's

Name _____

Address

Library Card

Number _____

Daytime Phone _____

Evening Phone _____

E-mail _____

Date(s) needed _____ Start time of
meeting _____ Expected Attendance _____

Purpose of
meeting _____

Reservation Time: Begin _____ am/pm End _____
am/pm **(Include time for setup and clean up). All
meetings must end 15 minutes before library closing
time unless special arrangements for extended
meeting (up to 9 pm Monday-Thursday) and
nonrefundable \$25 fee is included with this
application.**

Please select your meeting room preference:

Each room accommodates approximately 50 people. Rooms can be combined. Rooms 2 and 3 have access to a kitchenette (may be shared if both rooms are in use). Furniture available: 155 chairs; tables: 36 at 2 feet x 5 feet; 18 at 2 feet x 4 feet.

- ☐ Tri Kappa Room (Meeting Room 1)
- ☐ Meeting Room 2 ☐ Kitchenette
- ☐ Meeting Room 3 ☐ Kitchenette
- ☐ I need: ☐ projector/screen ☐ dvd/cd

player ☐ laptop ☐ microphone ☐ lectern

To schedule an appointment for training on equipment, call 219-663-0270.

Meeting room users are responsible for room and equipment setup and cleanup.

I have read the Crown Point Community Library Meeting Room Policy and agree to comply:

Applicant's
signature: _____

For more information, please call Laura at 219-663-0270 or email lclemmons@crownpoinlibrary.org.

For library use only: include date and initials

☐ Check
received _____
confirmed _____

☐ Check
returned _____

☐ Reservation

☐ Attendance _____